

# **O R I E N T A T I O N   I N S T R U C T I O N S**

**Prior to beginning the New Employee Orientation, you will need to bring the following documents with you.**

- ☒ Your original Social Security Card and a valid Driver's License.
- ☒ Birth dates of dependents and/or beneficiaries.
- ☒ Addresses of dependents and/or beneficiaries.
- ☒ A "voided" check or deposit slip for Direct Deposit Enrollment form.

## **MOVING THROUGH THE ONLINE PAGES**

To move through the orientation use the navigation buttons on the top of the pages.

## **TIME FRAME**

You will be required to go through the whole Orientation at one sitting. You must complete the **DAY 1** section on your first day so that all of the necessary forms for your insurance and pay get processed in time. You will be given a New Employee Orientation Booklet to take with you to use for reference.

## **SECOND WINDOW**

When you click on most links, a new page will open up in a **second window**. If the back button doesn't work, that means that you are in a second window, so just click on the "X" at the top right to close the second window and return to the orientation screen.

## **VERIFYING COMPLETION**

Please use the checklist to make sure that you have completed each form required. When you have finished the forms and online orientation, sign your name, write the date that you completed the orientation and turn in the paperwork to the moderator.

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# DAY 1

## NEW EMPLOYEE ORIENTATION FORMS

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You will need to fill in and sign each of the forms below and return them to the Agency's Human Resources Department or Moderator TODAY!. By clicking on each form you will receive a copy of the form and instructions on how to complete it. Even if you are transferring your employment from one state agency to another, you must complete and submit the forms.

### FORMS THAT ARE REQUIRED

- \* [Employee Data Sheet](#)
- \* [Employee's Oath](#)
- \* [Conditions of Employment](#)
- \* [Tax Clearance Form](#)
- \* [Direct Deposit Form](#)
- \* [K-4 Kansas Withholding](#)
- \* [W-4 Federal Withholding](#)
- \* [I-9 Employment Eligibility Form](#) (you will need to provide the moderator or HR representative your Social Security Card and your Valid Driver's License)

# EMPLOYEE DATA SHEET

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## Why do I need to fill out this form?

This form is used by Human Resources in case of an emergency and your family members are needed to be contacted. This document should be completed and turned into Human Resources anytime you change your address or telephone number to ensure that you can be reached in the case of an emergency or to ensure that any mail or notifications are sent to the correct address.

This document will be returned to Human Resources to be placed in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [Employee Data Sheet](#).

Click [here](#) to return the Forms List page.

# EMPLOYEE OATH

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## Why do I need to fill out this form?

[Kansas Statutes](#) require that all new employees sign this oath.

There should be a notary at your work location. Do not sign the document until you are in the presence of the Notary. This document will be returned to Human Resources to be placed in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [Employee Oath](#).

Click [here](#) to return the Forms List page.

# **C O N D I T I O N S   O F   E M P L O Y E M E N T**

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## **Why do I need to fill out this form?**

This document explains some of the conditions of your employment with the Adjutant General's Department. This document will be returned to Human Resources to be placed in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [Conditions of Employment](#).

Click [here](#) to return the Forms List page.

# T A X   C L E A R A N C E   F O R M

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## Why do I need to fill out this form?

This form is required by [Executive Order No. 2004-03](#). This ensures that all employees of the State of Kansas are current in the filing of tax returns, payment of tax liabilities and otherwise in compliance with Kansas tax statutes.

This form should be signed and returned to Human Resources to be place in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [Tax Clearance Form](#).

Click [here](#) to return the Forms List page.

# DIRECT DEPOSIT FORM

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**What is Direct Deposit?**

Direct Deposit is also known as Electronic Funds Transfer (EFT). It is the transfer of funds from the State of Kansas account to an individual employee's checking or savings accounts at a participating bank, savings and loan association or credit union. The term bank is used generically in this brochure to describe any bank, savings and loan association or credit union.

**Must I participate in the Direct Payroll Deposit Program?**

Effective Oct. 1, 2010 all active State of Kansas employees are required to use electronic payment to receive payroll and travel and expense payments. Employees can be paid using traditional direct deposit to a checking or savings account or a payroll paycard.

**Is there any costs to me for participating in Direct Deposit?**

No.

**How long does it take to start or change the Direct Deposit of my pay?**

Sign up is accomplished by completing a Form DA-184 "Authorization for Direct Deposit of Employee Pay." Employees should allow time for direct deposit information to be entered by Agency Personnel into SHARP before the final payroll cutoff. Payments received thereafter should be direct deposit. For a Friday pay date, cutoff is generally the previous Friday. Payroll cutoff dates will vary for holiday schedules and for Regent employees.

**Is it possible to have a portion of my check put into my savings account and the balance in my checking account?**

Yes, you may designate up to a maximum of nine direct deposit accounts. These may be at multiple banks and/or multiple accounts within a bank and can include payments to a payroll paycard. You may indicate a percent of net pay or a dollar amount for each one.

**How will I know my pay has been deposited and how much was deposited.**

Employees may view their paycheck data through the Employee Self Service Center web site, located at <http://www.kansas.gov/employee/>. This will be addressed later in the orientation.

Paychecks may be viewed on the Monday before a Friday pay date for on-cycle paychecks. Paycheck data processed in an off-cycle payroll run will be available the day after the off-cycle was completed. The net pay distribution on the View Paycheck screen will list up to eight accounts. Account numbers eight and nine (if applicable) will be totaled as "Other".

**How do I make changes to my direct deposit accounts?**

To make changes to your direct deposit instructions, Just fill out a new Form DA-184, direct deposit authorization form available at <http://www.da.ks.gov/ar/pm/Forms/DA-184.pdf>, and select Account Change. To stop payment to a specific account sign Section B: Cancellation and take it to your agency Personnel Officer. The cancellation will be effective on the next paycheck if processed by the payroll cutoff date. If you are closing your bank account, it is important to notify your agency Personnel officer first.

This form should be signed and returned to Human Resources to be place in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [Direct Deposit Form](#).

Click [here](#) to return the Forms List page.

## **K - 4 KANSAS WITHHOLDING**

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### **Why do I need to fill out this form?**

This form will let us know how much Kansas Income Tax should be withheld from your pay on the income you earn.

This form should be signed and returned to Human Resources to be place in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [K-4 Form](#).

Click [here](#) to return the Forms List page.



# W - 4 FEDERAL WITHHOLDING

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## Why do I need to fill out this form?

This form will let us know how much Federal Income Tax should be withheld from your pay on the income you earn.

This form should be signed and returned to Human Resources to be place in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [W-4 Form](#).

Click [here](#) to return the Forms List page.

# **I - 9   E M P L O Y M E N T   E L I G I B I L I T Y**

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## **Why do I need to fill out this form?**

This form MUST be completed by all New Employees. Please complete Section 1 of page 4 of the document and provide 2 forms of identification (one from List “A” or List “B”, along with one from List “C” on page 5 of the document) to the NEO Moderator to copy.

This form and the copies of your documents should be signed and returned to Human Resources to be place in your personnel file.

If you have any questions ask the NEW Moderator or contact Human Resources.

- Download the [I- 9 Form](#).

Click [here](#) to return the Forms List page.

# POLICIES

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The following are summaries of some policies that are important for new employees. If you need more information beyond the summary please refer to the New Employee Orientation Booklet that you have been given.

[Attendance Policy](#)

[Behavior of Employees](#)

[Conflict of Interest](#)

[Dispute Resolution](#)

[Family Medical Leave Act \(FMLA\)](#)

[Felonies](#)

[Funeral Leave](#)

[Hours of Work](#)

[Inclement Weather](#)

[Leave of Absences](#)

[Personal Appearance of Employees](#)

[Probationary Periods](#)

[Productive Work Environment](#)

[Security Clearances](#)

[Shift Differential](#)

[Standby Pay](#)

[Termination of Employment](#)

[Time Recording Guidelines](#)

# ATTENDANCE POLICY

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**It is the policy of the Adjutant General's Department to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and customer service and will not be tolerated.**

Employees are expected to be engaged in carrying out their work duties during all scheduled work time and should be ready to begin working at the scheduled start time.

If you are not sure of your work hours please contact your supervisor.

Habitual patterns of failure to report for duty at the assigned time and place or to remain on duty may result in disciplinary actions. Below are guidelines;

- Unexcused tardiness: Totaling 1 hour or 4 incidents, whichever comes first, in a 3 month period. This includes returning from breaks, meal periods and from official business away from the work station.
- Unauthorized absence: failure to report for work on a scheduled work day without proper approval or leaving work without proper authorization. "No call—No Show".
- Job abandonment: five consecutive days of "no call—no show".
- Excessive absenteeism: a combination of a 6% or greater overall absenteeism rate or 5 or more incidents per a 12 week period.

To view the entire Attendance Policy [click here](#).

Back to policy listing [click here](#).

# BEHAVIOR OF EMPLOYEES

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**It is the policy of the Adjutant General's Department that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Adjutant General's Department, or is offensive to customers or coworkers will not be tolerated.**

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interest of the Adjutant General's Department. This policy outlines expected behaviors.

To view the entire Policy [click here](#).

Back to policy listing [click here](#).

# CONFLICT OF INTEREST

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**It is the policy of the Adjutant General's Department to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the Adjutant General's Department, its customers, or its suppliers.**

Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

To view the entire Policy [click here](#).

Back to policy listing [click here](#).

# DISPUTE RESOLUTION

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**It is the policy of the Adjutant General's Department that all employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure.**

The Adjutant General's Department will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

To view the entire Policy [click here](#).

The forms to initiate a dispute resolution or "Grievance" can be found [here](#).

Back to policy listing [click here](#).

# FAMILY MEDICAL LEAVE ACT (FMLA)

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The Adjutant General's Department will comply with the provisions of the federal Family and Medical Leave Act ("FMLA").

Employees who are unable to work because of a

- serious health condition,
- disability,
- work related injury,

or need time off to care for the employee's

- child,
- spouse, or
- parent who has a serious health condition

or to care for the employee's child upon birth or adoption may be granted a medical leave of absence.

Employees also may be eligible to take care of an injured or ill family member serving in the military.

This [policy](#) outlines eligibility and coverage.

If you want to apply for FMLA please contact your Human Resources office as soon as possible to start the process.

Back to policy listing [click here](#).



## F E L O N I E S

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**It is the policy of the Adjutant General's Department to ensure the safety and security of the missions, programs, property and employees of the Adjutant General's Department; and determine during the appropriateness of a person's employment or volunteerism. Adjutant General will take all reasonable and prudent steps to ensure the safety and security of other member employees and the public and maintain public confidence in the Adjutant General's Department.**

Employees are responsible to self-report all arrests, pending charges and convictions to ensure compliance with the Security Clearance policy.

To view the policy click [here](#).

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# F U N E R A L   L E A V E

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**It is the policy of the Adjutant General's Department to permit employees to be absent from work on an authorized short-term basis for death, funeral, or estate settlement in the employee's immediate family.**

This policy outlines whom is identified as "Immediate Family" and the length of leave granted for each family member.

To view the policy click [here](#).

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# HOURS OF WORK

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It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.

Employees are expected to report all hours worked and leave used. This policy will explain the following:

- What is a work week
- What is compensable time
- Meal Breaks
- Flex time options

To view the entire Attendance Policy [click here](#).

Back to policy listing [click here](#).

# INCLEMENT WEATHER

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**It is the policy of the Adjutant General's Department to notify employees of instances when the work site may be closed due to Inclement Weather closing of the Adjutant General's Department's operations.**

This policy outlines conditions that might warrant temporarily suspension of non-essential services, who can authorize such a suspension, who is considered essential and non-essential employees, and where you might find information regarding an Inclement Weather Notification.

To view the policy click [here](#).

To view the [chart](#) that identifies essential and non-essential personnel by worksite.

Back to policy listing [click here](#).

# LEAVE OF ABSENCES

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**It is the policy of the Adjutant General's Department to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury.**

To help employees maintain their income during certain authorized absences, the Adjutant General's Department will provide compensation according to the guidelines outlined in the policy.

To view the policy click [here](#).

To request a Leave of Absence you must use this [document](#) and submit this document, signed by your supervisor to HR as documentation of your leave usage for your time sheet.

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# PERSONAL APPEARANCE OF EMPLOYEES

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It is the policy of the Adjutant General's Department that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

This is a guideline for dress and appearance of employees of the agency.

To view the policy click [here](#).

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# PRODUCTIVE WORK ENVIRONMENT

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**It is the policy of the Adjutant General's Department to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.**

There is a zero tolerance for harassment of any kind within the Adjutant General's Department.

Should you feel that you are subject to any harassment, you are instructed to contact your supervisor or contact the Human Resources Department.

Examples of harassment are:

- Threats or insinuations that refusing sexual advances will affect employment
- Lewd comments, sexual jokes or references
- Demeaning, insulting, or sexually suggestive comments (verbally or written)

Any retaliation towards you for reporting the harassment is ground for disciplinary actions up to and including termination of the perpetrator.

To view the entire policy [click here](#).

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# SECURITY CLEARANCES

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**It is the policy of the Adjutant General's Department to require employees and volunteers to obtain and maintain the level of security clearance assigned to their respective work. This is in order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and employees of the Adjutant General's Department.**

For each position/individual a level of clearance will be determined by the respective Security Manager in conjunction with the respective division director or worksite manager using the Security Clearance Guidelines.

To view the entire policy [click here](#).

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# SHIFT DIFFERENTIAL

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It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements.

This policy outlines who is eligible for shift differential

To view the entire policy [click here](#).

Back to policy listing [click here](#).

## STANDBY PAY

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It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements.

This policy outlines who is eligible for Standby Pay.

To view the entire policy [click here](#).

Prior to beginning stand-by duty, the supervisor or designee will provide an employee with copies of

- (a) [K. A. R. 1-5-26](#),
- (b) The agency's [Stand-By policy](#),
- (c) The approved [reporting log](#),
- (d) The [Agreement for Stand-By Compensation](#).

Back to policy listing [click here](#).

# TERMINATION OF EMPLOYMENT

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**It is the policy of the Adjutant General's Department to terminate employment because of an employee's resignation, discharge, or retirement; or a permanent reduction in the workforce.**

Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and for any reason, and the Adjutant General's Department reserves the right to terminate employment at any time and for any reason not prohibited by law.

To view the entire policy [click here](#).

Back to policy listing [click here](#).

# **T I M E   R E C O R D I N G**

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**It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.**

Employees are responsible for ensuring that they report all hours worked and follow the appropriate guidelines in documenting the hours they work.

This policy will explain the following:

- How to complete a time sheet
- What other documents need to be submitted
- How to document military leave

To view the entire Time Keeping Policy [click here](#).

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# T R A V E L

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**It is the policy of the Adjutant General's Department to ensure that employee travel is consistent with the business objectives of the Adjutant General's Department, and to also ensure fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.**

A critical balance must be sought when requesting travel. This is the Department's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of the Adjutant General's Department.

To view the entire Travel Policy [click here](#).

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## **D R U G   F R E E   W O R K P L A C E**

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**The agency does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the agency's premises or worksites, or while operating the agency's equipment or vehicles.**

The Agency has a zero-tolerance for illegal drug usage. This policy outlines what constitutes a violation and the results of a violation.

Please read and sign the [Substance Abuse Policy](#) and return it to Human Resources for inclusion in your personnel file.

## NETWORK & ELECTRONIC RESOURCES

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Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that the Agency provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary Agency property and subject to review or access by the Agency at any time.

All employees who use the Agency's Network and Electronic Resources must sign or digitally sign the [Acceptable Use Policy](#) form prior to issuance of a network userid, e-mail account, and password.

Initial Awareness Training must be completed prior to signing the agreement.

IA Awareness training is found at <https://ia.signal.army.mil/dodiaa/default.asp>.

You will utilize the internet to view your payroll stubs (Check stubs are not mailed), enroll annually for your benefits, review your leave balances and possibly enter your time sheets.

[www.kansas.gov/employee](http://www.kansas.gov/employee)

Is the website with services and information specifically for the State of Kansas employee.

Your employee ID will be used to login to this website. Please print the [Employee Self Service](#) document to instruct you on how to login to this website.

You will then need to take a [Computer Based Training](#) before you will be allowed to enter your time sheet using the self service portal. This is only for those employees who will be entering their time sheets electronically. Your supervisor or NEO Moderator will be able to let you know if you will be using the electronic time sheet or a paper one.

## O V E R T I M E

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The Adjutant General's Department may grant non-exempt employees compensatory time (hours worked over 40 hrs in a week) in lieu of overtime wages and that compensatory time may be limited, preserved, used or cashed out consistent with the provisions of the appropriate Kansas Administrative Regulation and agency policies.

Unless otherwise designated and approved overtime will be compensated in "time" rather than wages.

All overtime MUST be pre-approved. You must use the [Overtime Request](#) Form and have it approved prior to using any overtime.

Please read and sign the [Overtime Agreement](#) form and return it to Human Resources to be placed in your personnel file.



## Open-Door Policy

In keeping with the agency's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with human resources.

The most important relationship you will develop at the Agency will be between you and your supervisor. However, should you need support from someone other than your supervisor, human resources personnel are committed to resolving your individual concerns in a timely and appropriate manner.

## **Equal Employment Opportunity**

It is the policy of the Agency to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

## Employment on an At-Will Basis

All employees of the agency, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the agency at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the agency has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, booklets, manuals, job descriptions, application for employment, or any other document of the agency shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

## Probationary Periods

It is the policy of the Adjutant General's Department that all new employees and all present employees transferred or promoted to a new job should be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the [PERFORMANCE APPRAISALS](#) guideline.

## Employment Classifications

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

- (1) Classified/Unclassified Full-Time Employees - An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
- (2) Classified/Unclassified Part-Time Employees - An employee who has satisfactorily completed the introductory period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.
- (3) Temporary (999'r) Employees - An employee whose services are anticipated to be of limited duration (999 hours) falls into this classification. These employees are not eligible for participation in those employee benefits programs made available for the Agency Full-Time and Part-Time Employees.

For payroll purposes, employees will be classified as one of the following:

- a) Exempt Employees - Certain employees are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees in most circumstances.
- b) Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime pay.



## **Personnel Records**

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

## **Personnel Files**

Employee personnel files are the property of the agency, and do not belong to the employee. However, upon request, the agency will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

## Safety

The agency believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

## Reporting Unsafe Condition or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

## Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Construction and use of safe scaffolding.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

## Using Safety Equipment

Where needed, the agency provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

## Reporting an Injury

Employees are required to report any injury, accident, or safety hazard immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported on the injury or accident report form available in the office.

Employees are to report injuries to their supervisor and complete the [Work Comp Form 1101-A](#). Please complete all lines of the document that is appropriate, completing line #17 with the statement “Did not seek medical treatment” if the employee did not seek treatment. The State Self Insurance Fund also asks the injured employee to complete a [SSIF WC9](#) form when they report the injury, and submit it with the 1101-A.

Employees are to take a [SSIF Work Status Restriction](#) form with them to each and every appointment and request the physician complete it. If the physician hesitates to complete the form the injured employee may ask the physician’s nurse to complete the form while they wait and have the physician sign off on it. The employee is to return it to Human Resources immediately after their appointment or the very next day if the appointment is later in the day.

Supervisors are to complete the [SSIF Can-Can’t accommodate form](#) after each and every appointment and submit it with any written restrictions from the physician to HR. HR would like to receive this form and the restrictions immediately after the appointment or first thing the next day.



## Smoking

The agency's policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our worksites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office in designated smoking areas only. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy.

Because our employees are the most valuable asset with our agency, assistance is available for employees through the Employee Assistance Program. Employees can contact HealthQuest directly at 1-888-275-1205 or contact the State Human Resources office at 785-274-1460.

# Progressive Discipline

The agency expects each employee to present him or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

## Policy Comment:

- (1) The Adjutant General's Department will utilize the principles of progressive discipline as described in this [policy](#) and its [attachments](#).
- (2) Progressive discipline is correction generally administered in stages, starting from least severe progressing to the most severe.
- (3) Greater or lesser disciplinary action may be taken based on the severity of an offense, the frequency of committing related offenses, the particular circumstances involved, the employee's past work record and any other pertinent factors.
- (4) A first offense of a very serious nature could result in formal disciplinary action, including termination.
- (5) Discipline will be applied in a fair and consistent manner.
- (6) Discipline, with the exception of dismissal, is designed to redirect an employee and improve performance and/or behavior to an acceptable level.
- (7) In most circumstances, supervisors should provide an employee an opportunity to respond to an incident, issue or allegation prior to taking an informal action or recommending a formal one.
- (8) When an informal action is taken, the employee should be provided information regarding the action and desired outcome.
- (9) Discipline will be documented as specified in the definitions below.

## Definitions

### (1) Casual Counseling (Preliminary Action)

- a) The supervisor informally brings a performance or behavior concern to the attention of the employee and informs the employee of what needs to change.
- b) In most circumstances this is all that needs to be done.
- c) The supervisor documents the conversation in his/her supervisory file.

### (2) Verbal Counseling (Informal Disciplinary Action)

- a) Usually done when casual counseling has not affected the desired change.
- b) This is the first step in progressive discipline.
- c) The supervisor formally brings a performance or behavior concern to the attention of the employee and informs the employee of what needs to change.
- d) Documented in writing for the supervisory file.

### (3) Counseling Memorandum (Informal Disciplinary Action)

- a) Usually written by the immediate supervisor.
- b) Signed by the employee.
- c) Placed in the employee's official personnel file in the State Human Resource Office

### (4) Letter of Reprimand (Informal Disciplinary Action)

- a) Usually written by the unit supervisor, section supervisor, division director or worksite administrator.
- b) Signed by the employee.
- c) Placed in the employee's official personnel file in the State Human Resources office

### (5) Suspension, Dismissal, Involuntary Demotion and Reduction in Pay (Formal Disciplinary Actions)

- a) Formal disciplinary actions are taken by the Adjutant General.
- b) Affect pay and/or employment.
- c) Suspension is one or more days off work without pay.
- d) Dismissal is termination from state service.
- e) Involuntary demotion is a reduction in classification or job title and wages/salary.

- (6) Any exceptions to this policy may be requested and approved by the Director of State Human Resource Office (SHRO). The merits of which will be taken on a case-by-case basis. Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary.

## Completion of Day 1 Orientation

You have now completed your Day 1 New Employee Orientation.

You should now print and sign the [Acknowledgement of Completion of NEO](#). This document is to be signed and returned to Human Resources to be placed in your personnel file.

Please gather all documents that are to be returned to Human Resources and hand them to your NEO Moderator or place them in an envelope to be delivered to the Human Resources Department.

If you are sending these documents via mail please send them to:

Kansas Adjutant General's Department  
State HRO  
2800 SW Topeka Blvd.  
Topeka, KS 66611

If you have any questions about this training please contact Human Resources at:

785-274-1391 - 785-274-1392 - 785-274-1393 - 785-274-1460



## ABOUT THE AGENCY

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The Adjutant General's Department has the responsibility for the operations of the Kansas Army and Air National Guard, the Kansas Division of Emergency Management and Kansas Homeland Security. It also provides administrative support for the Kansas Wing of the Civil Air Patrol.

The department's mission is to be the "911" for the state and nation's emergency responders, protect life and property in Kansas, provide military capability for our nation and be a valued part of our communities.

The Adjutant General administers the joint federal-state program that is the Kansas Army and Air National Guard. Approximately 7,500 Guardsmen currently serve the state of Kansas. Military equipment for the Kansas Guard is furnished by the U.S. Department of Defense through the National Guard Bureau. Federal control is exercised over military strength and mobilization of the Kansas Guard. Federal personnel are employed in both administrative and maintenance jobs in armories and maintenance shops.

The Kansas Army National Guard is made of the:

- Joint Forces Headquarters, Topeka;
- 35th Infantry Division, Fort Leavenworth;
- 69th Troop Command, Topeka;
- 287th Sustainment Brigade, Wichita
- 635th Regional Support Group, Hutchinson
- 235th Regiment, Salina
- and their subordinate units.

The Kansas Air National Guard is organized into two groups:

- 184th Intelligence Wing at McConnell Air Force Base in Wichita
- 190th Air Refueling Wing at Forbes Field in Topeka

Kansas Homeland Security, within the Adjutant General's Department, coordinates statewide activities pertaining to the prevention of and protection from terrorist-related events. This involves all aspects of prevention/mitigation, protection/preparedness, response and recovery. Homeland Security addresses threats aimed at people, including threats to agriculture and food supplies, and outbreaks of illness. Homeland Security serves as a liaison between federal, state and local agencies and the private sector on matters relating to the security of the state and its citizens.